

## City of Indianola

PO Box 299  
Indianola, IA  
50125-0299  
(515) 961-9410

www.cityofindianola.com

Building and  
Zoning  
961-9430

City Clerk  
961-9410

City Manager  
961-9410

Fire Dept.  
961-9405

Library  
961-9418

Parks and  
Recreation  
961-9420

Police Dept.  
961-9400

Street Dept.  
961-9415

Waste Water  
Dept.  
961-9416

## Indianola Municipal Utilities

PO Box 356  
Indianola, IA  
50125-0356  
(515) 961-9444  
www.i-m-u.com

IMU General  
Manager  
961-9440

Electric Dept.  
961-9444

Water Dept.  
961-9446

# Employment Application

Indianola is an Equal Opportunity/Affirmative Action Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, physical or mental disability, or marital status. **Persons of color, women and veterans are encouraged to apply.**

*Please Print Legibly or Type*

Last Name		First Name		Middle Name
Address	Street	City	State	Zip
Telephone Number(s)			Social Security Number	

Date of Application: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Have you ever filed an application with the city of Indianola or IMU before? ☐ YES (date: \_\_\_\_\_) ☐ NO

Have you ever been employed by the city of Indianola or IMU before? ☐ YES (date: \_\_\_\_\_) ☐ NO

Best time to contact you at home is: \_\_\_\_\_ AM / PM

How did you learn about this position? (check as many as apply)      Newspaper      Relative  
Friend      Web Site      City Cable Channel      City Publication      Other \_\_\_\_\_

Are you currently employed? ..... YES ☐ NO ☐

May we contact your present employer? ..... YES ☐ NO ☐

What date are you available for work? \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your employment eligibility? ..... YES ☐ NO ☐

Are you prevented from lawfully becoming employed in the United States because of visa or immigration status? ..... YES ☐ NO ☐

Have you ever been convicted of a crime other than a minor traffic violation? ..... YES ☐ NO ☐

Are you currently on "lay-off" status and subject to recall? ..... YES ☐ NO ☐

\*Are you a U.S. Veteran? ..... YES ☐ NO ☐

If yes, provide dates of active service \_\_\_\_\_  
must submit proof of honorable service (DD214 Copy 4)

Do you possess a valid driver's license? ☐ YES ☐ NO If yes, license#: \_\_\_\_\_

Issuing State: \_\_\_\_\_ Class of driver's license: \_\_\_\_\_

Endorsement(s): \_\_\_\_\_

*\*Code of Iowa, Chapter 35C extends a preference to hiring military veterans of qualified wars. The chapter specifically requires that "honorably discharged persons from the military or naval forces of the United States in any war in which the United States has been engaged who are citizens and residents of this state are entitled to preference in appointment and employment over other applicants of no greater qualification."*

# Education/Experience/Skills

Circle the highest level of education completed.

High School (grade level)89101112GED

College or trade school (number of years)123455+

Are you still enrolled in college or trade school?YES☐NO☐

Date diploma received or anticipated: \_\_\_\_\_, 20\_\_\_\_\_

Please complete the following for each college or trade school attended:

Name of School/Location	Dates Attended		Years Completed	Major	Degree Received Mo/Year
	From Mo./Year	To Mo./Year			

Describe any specialized training, experience or skills - including military experience:

Describe any equipment operation skills - including computer software programs:

# Previous Employment

Please start with your most recent employer and provide information on all employment/military service for the past 10 years. If you have had more than 3 employers, or if you would like additional information considered with this application, please submit additional sheet(s) or resume as a supplement.

Employer		Dates Employed		Describe Duties & Work Performed
		FROM	TO	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		STARTING	FINAL	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Describe Duties & Work Performed
		FROM	TO	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		STARTING	FINAL	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Describe Duties & Work Performed
		FROM	TO	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		STARTING	FINAL	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Describe Duties & Work Performed
		FROM	TO	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		STARTING	FINAL	
Job Title	Supervisor			
Reason for Leaving				

# References

*Please provide information for three work related references*

1.	Name	Phone #	Relationship
2.	Name	Phone #	Relationship
3.	Name	Phone #	Relationship

Comments:

# Applicant's Statement

I hereby certify that this application for employment is complete to the best of my knowledge and all information given is true and contains no misrepresentations.

**FURTHERMORE:**

- 1 I am aware that all statements submitted on this employment application are subject to investigation and verification.
- 2 I authorize the persons, schools, law enforcement agencies and other organizations or employers named in this application to provide information requested in the processing of this application.
- 3 I agree to provide, upon request, written releases and waivers of confidentiality should any former employer or school require such a release.
- 4 I understand that any withholding of information or misrepresentation on this application or on city medical forms could result in rejection for employment, or if employed, termination from employment.
- 5 I understand any offer of employment is conditional upon successfully completing a physical which includes a drug screening.
- 6 If employed, I understand that I am required to abide by all rules and regulations as indicated in the Personnel Management Guide and/or applicable Union Contract.

Signature of Applicant

Date

# Office Use Only

Reviewed by: Meets or exceeds minimum qualifications YES NO

Scheduled for interview on: (date) at AM / PM

Application filed for future reference: (date)